

FINAL
BROOKFIELD BOARD OF FINANCE SPECIAL MEETING MINUTES
WEDNESDAY, JANUARY 9, 2013
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

CALL TO ORDER: Chairman J. Friedrich called the meeting to order at 7:00pm, beginning with the Pledge of Allegiance

Present for the Board: Chairman J. Friedrich, Vice Chairman I. Agard and Secretary Kurtz, R. Appleby, R. Jaffe, J. Tomaino, and Ex-Officio First Selectman B. Davidson

Absent: None

Also Present: Town Controller B. Leverage, Selectman H. Lasser and members of the public.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: A motion was made by J. Tomaino, seconded by R. Appleby, to approve the latest version of the minutes from the December 12, 2012 Board of Finance Regular Meeting. Motion was passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE: Secretary P. Kurtz reported that he received correspondence from Angela and Craig Termotto.

REPORT OF THE FIRST SELECTMAN: First Selectman B. Davidson reported on the following; appropriation request for upgraded security Phase I in the schools, Phase III Federal Road water line projects, and the Brookfield Library cottage auction.

REPORT OF THE FINANCE DIRECTOR: Controller B. Leverage gave an overview of the December 2012 Revenue and Expenditure Report. He also reported on pension, grant status update and actuarial valuation.

A motion was made by R. Jaffe, seconded by J. Tomaino; Whereas: The Board of Finance approved at their August 8, 2012 meeting an appropriation from fund balance of \$35,000 for engineering services for the preparation of a water diversion permit from the State of Connecticut DEEP for a flood relief storm sewer system for Meadowbrook Manor and Hillside Court; and Whereas: The Board of Finance approved at their September 12, 2012 meeting a special appropriation of \$850,000 for the purpose of achieving 100% funding of the Annual Recommended Contribution to the town's pension trust fund in accordance with the town's pension actuary, with funds to be transferred from fund balance; and Whereas: The Board of Finance approved at their December 12, 2012 meeting the transfer of \$975,000 from fund balance into a special fund entitled "Support Fund for the Pension Trust Fund" Now Therefore: The Controller's Office seeks Board of Finance approval of the transfers as recommended by the Town Controller. Motion was passed unanimously.

SUBCOMMITTEE REPORTS:

a. **Audit Committee:** R. Jaffe stated that the audit firm, Grant Thornton, will be in-house next Monday working on the audit. The goal is to close by the end of January, but might need an additional week or so. R. Jaffe stated that he spoke with R. Howard, of Grant Thornton, and he will

make a presentation for approval of the audit in February by the Board of Finance, possibly at a BOF “special meeting” if needed. He also stated that the Board of Finance will need to consider updating the transmittal letter and will move forward to do so.

- b. Bylaws Committee:** R. Jaffe distributed to the Board a proposed Bylaw addition regarding agenda creation.
- c. Budget Committee:** Chairman J. Friedrich will forward protocol budget questions for each town department from the Board of Finance to Controller B. Leverage. He also asked each board member to give input on the budget questions over the next few weeks before submitting.

OLD BUSINESS:

a. Capital Planning: Vice Chairman I. Agard and Secretary P. Kurtz met with Selectman H. Lasser as an ad hoc committee to discuss a new capital expense planning process. A draft plan is still being worked on and will be forwarded to the Board of Selectmen and Board of Finance for review.

b. Budget Calendar for 2013 discussion and approval:

A motion was made by R. Jaffe, seconded by Vice Chairman I. Agard, to accept the budget calendar for 2013 with one date change for the joint board meeting. Motion was approved unanimously.

c. Tick List Calendar: Secretary P. Kurtz will provide Controller B. Leverage with a copy of the Tick List Calendar for his review and then forward to the Board of Finance members.

d. Other: None

NEW BUSINESS:

a. Board of Finance Budget for 2013-2014: R. Jaffe recommended keeping status quo the amount budgeted for this year. The Board will discuss further.

PUBLIC COMMENT: There was no public comment.

OTHER ITEMS TO COME BEFORE THE BOARD: School Security and Safety Plan – Implementation on Phase I.

A motion was made by R. Jaffe, seconded by R. Appleby, to move to support the recommendation of the Board of Selectmen by approving a special appropriation of \$70,000 from the General Fund for the implementation of the \$110,900 School Security and Safety Plan, Phase I. The balance of the funding (\$40,900) is to be provided from the Board of Education budget. Motion was passed unanimously.

ADJOURNMENT: A motion was made by R. Jaffe, seconded by Secretary P. Kurtz, to adjourn the meeting. Motion was passed unanimously. Meeting was ended at 8:15pm